



Town of North Hampton
Planning Board
233 Atlantic Avenue – 2nd Floor
North Hampton, NH 03862-0710

Tel 603.964.8650
Fax 603.964.1514

Dear Applicant to the North Hampton Planning Board:

The North Hampton Planning Board welcomes applications for reviews and aims to carry out its responsibilities with deliberate speed.

Governed by provisions of the Zoning Ordinance, the Planning Board reviews applications under the following regulations:

- Excavation Regulations
- Subdivision Regulations
- Site Plan Review Regulations

Each of the above sets of regulations governs the Planning Board's reviews of applications for various purposes such as site plans, subdivision plans, changes of use, voluntary lot mergers, or lot-line adjustments. Please refer to the set of regulations that applies to the kind of application you are submitting for details about requirements for application materials that enable the Planning Board to proceed efficiently. The Zoning Ordinance and regulations are available on-line at <http://www.northhampton-nh.gov/> or may be purchased at the Town Office in booklet form.

Typically the review process includes the following steps:

- 1) Submission of requisite application materials to the Planning and Zoning Administrator, the RPC Circuit Rider Planner, and Town Engineer as required.
- 2) Review of application materials at the applicant's expense (where fees are incurred) by one or more of the following advisors to the Planning Board:
 - a) Application Review Committee of the Planning Board,
 - b) Circuit Rider Planner from the Rockingham Planning Commission,
 - c) Town Engineer, or
 - d) Other specialized consultants as determined by the Planning Board.
- 3) Advisory review reports are provided to the Planning and Zoning Administrator who will forward copies of these reports to the applicant as soon as possible.
- 4) Submission of responses from the applicant – including revised application materials, where appropriate -- to the above reviews. Such materials must be submitted at least three business days before the Planning Board's meeting on the application to enable members to adequately review the information.
- 5) Review by the Planning Board for the purpose of accepting or declining jurisdiction for the application. This step determines whether the application materials submitted for review are sufficiently "complete" for the Planning Board to deliberate the merits of the application.
- 6) Review and public hearing by the Planning Board to determine whether to approve, conditionally approve, or deny the application. Submission of requisite materials for formal approval – such as recordable Mylars of plans for subdivision and site plans.

Provided that the application meets deadlines for submission (see "Submittal Date" requirement on the Planning Board Schedule), the Planning Board will normally render a decision about whether to accept jurisdiction at the next regular meeting following that submission.

After accepting jurisdiction, the Planning Board normally decides whether to approve or deny the application within 65 days of accepting jurisdiction.

If components of a plan or other information deemed necessary for the Planning Board's review are not provided in a timely way, the Planning Board may not take jurisdiction for reviewing your plan as submitted. In such cases, you will receive a decision letter that states reasons and specifies materials required to complete the application.

If you want the Planning Board to waive one or more requirements for a complete plan, you must submit a request for a waiver of each requirement on a "Waiver Request Form." The waiver request shall include an explanation of your reason that the requirement should not apply to your application. Each requirement requested to be waived must be on a separate "Waiver Request Form" and submitted with your application. Additional Waiver Request Forms are available on-line or at the Town

Office. The Planning Board acts on requests for waivers, if any, before deciding whether to accept jurisdiction for your application.

Requisite fees for each application must be submitted to the Planning and Zoning Administrator before the Planning Board begins the review process. If fees – including, but not limited to, all administrative, review, recording, and engineering fees -- are not paid in advance, the Planning Board will not accept jurisdiction for your application.

As the applicant, you are responsible for ensuring that the Circuit Rider Planner from the Rockingham Planning Commission and, when required, the Town Engineer receive copies of your application when you submit it for the Planning Board's review. Their addresses are provided on the "Authorization for Review--RPC" form and the "Engineering Review Authorization" form provided within your application packet. In most cases, both the Circuit Rider Planner and the Town Engineer will review Site Plans and Subdivision Plans. In some cases, additional reviews by specialized consultants may be required. The applicant shall be responsible for paying costs associated with additional consultant review. Please ensure that all of your plans have keys or legends that identify all symbols for the Planning Board and other reviewers.

You may call Ms. Jennifer Rowden, at the Rockingham Planning Commission (603-778-0885) with any questions you may have about the application process.

Cordially,
North Hampton Planning Board



Town of North Hampton
Planning Board
233 Atlantic Avenue – 2nd Floor
North Hampton, NH 03862-0710

Tel 603.964.8650
Fax 603.964.1514

Dear Applicant,

The attached checklist is provided to help you in the preparation of your application. The Application Review Committee (ARC) uses this document in developing recommendations to the full Planning Board about whether to accept jurisdiction for each application. The ARC also uses it and offers it to you as a guide as to what regulations and ordinances may be considered while reviewing applications. Any recommendations that the ARC makes to the Planning Board will be given to you. You may act upon the information as you see fit. Recommendations by the ARC are not binding on the Planning Board as a whole, but often give advice that may expedite the review process.

If you agree with recommendations of the ARC, you are encouraged to provide updated or additional documentation. In order for the Planning Board to consider new or updated materials, they must be submitted at least three business days before the meeting at which the Planning Board is scheduled to consider your application. Please do not expect the Planning Board to consider new or revised materials presented on the day of the meeting.

The checklist is based on information from the Zoning Ordinance, Subdivision Regulations, and Site Plan Review Regulations for North Hampton. For further details, you may purchase a copy of these regulations from the Town Office for \$25.00 or you may review them on line at the Town's web-site:

<http://www.northhampton-nh.gov>, then select "Departments," then select "Planning and Zoning Department," and then select "Planning and Zoning Ordinances and Regulations."

North Hampton Subdivision Regulation Requirements ARC Checklist

The following provides information that applicants and Planning Board members should consider when proposing/evaluating subdivisions. It is not intended to be as thorough as the Subdivision Regulations, but can serve as a checklist to help expedite the approval process and assist applicants in providing complete proposals. This is also the checklist that the Application Review Committee uses to review proposals and provide inputs to the full Planning Board. Please note that the controlling document is the "North Hampton Subdivision Regulations."

General Regulations include

1. Construction, land clearing or building development should not begin until Planning Board approval obtained as evidenced by the recording of the approved plan. (IV.A-C)
2. Proposal must not have a detrimental effect on the abutters, the neighborhood, and the environment of the town. (V.D)
3. Are off-site improvements required to assure public health, safety and general welfare? (V.E)
4. Does proposal have regional impact? If so, see RSA 36:57. (VI.I)
5. If applicant is not the landowner, is there written authorization from owner for applicant to appear on their behalf? (V.F.1)
6. Have inputs been received from all town departments (Building Inspector, Highways, Fire, Police, Conservation, and School Board)? (V.F.2)
7. Public hearing not required for minor lot line adjustments (additional lots or increased development potential created from change), but abutters must be notified and heard upon request. (V.F.3)
8. Pre-application reviews should either be a "Preliminary Consultation" or a "Design Review." Preliminary Consultation does not require abutter notification. Design Review does require abutter notification. (VI.A.1&2)
9. Filing fees must be paid before the application is considered. (VI.A.2, VI.B.1)
10. Notice to abutters, Town Office, Library, and local newspaper shall be given at least 10 days prior to the application hearing. (VI.D.1&2).
11. Notice to include date, time, and location of Planning Board meeting, general description of the proposal, applicant information, and location of proposal. (VI.D.3)
12. All outstanding fees must be paid before recording of subdivision plan. Recording fee includes Registry recording fee and Town administrative fee. (VI.G.1)
13. Fees: see current fee schedule. Additional fees may be assessed to cover review expenses. (VII)
14. Formal applications should be filed with the Town on forms provided by the Town. "Submitted material shall be complete and include material described in Section VIII. Should an application be found incomplete, the Planning Board shall notify the applicant, requesting that the necessary documentation be submitted and informing the applicant that no further consideration of the application can be made until the application is complete." (VI.B.1)

Section VIII, Completed Application Requirements

____All application documents, plans, supporting documentation and other materials shall also be provided in digital Portable Document Format (PDF), one file for each plan. Digitally submitted files are in addition to and do not replace any current submission requirements. Digital files shall be complete and exact copies of the corresponding paper submittals (e.g., plans shall be at the same scale and sheet size as the paper copies). Applicants may submit additional digital files to assist in presentations at public hearings, but such additional digital files shall not be considered part of the application unless corresponding paper documents are also provided. This digital format will be kept in

the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.

- ___ Town's application form completely filled out (VIII.A.1)
- ___ Abutter's List (on three sets of Avery 5160 labels): mailing addresses of abutters, owner of record (and applicant if different) and professionals whose seal appears on drawing. (VIII.A.2)
- ___ Ensure that fees have been paid (VIII.A.3)
- ___ Fourteen copies of plan (VIII.A.4)
- ___ Abutters located on plan (VIII.B.2)
- ___ Scale $\leq 1" = 80'$ (VIII.B.3)
- ___ Subdivision plan name (VIII.B.4)
- ___ Owners of record and applicant if different (VIII.B.5)
- ___ Date, North arrow, locus map (VIII.B.6)
- ___ Name, license #, signature & seal of surveyor & engineer if applicable (VIII.B.7)
- ___ Tax map and parcel numbers (VIII.B.8)
- ___ Zoning district references (include overlay) (VIII.B.9)
- ___ Endorsement block for PB approval (VIII.B.10) (typically with 7 lines)
- ___ Surveyed property lines including angles or bearings, distances, monument locations and size of entire parcel. (VIII.B.11)
- ___ Surveyor professional stamp (VIII.B.11)
- ___ Title and deed references (VIII.B.12)
- ___ Easements and rights of way (VIII.B.13)
- ___ Variances and Special Exceptions and their dates of approval by ZBA (VIII.B.14)
- ___ Existing and proposed topographic contour boundaries at 2 foot intervals (VIII.B.15)
- ___ Natural features such as water courses, ponds, wetlands, rock ledges, tree lines (VIII.B.16)
- ___ Applicable setback requirements (VIII.B.16)
- ___ 100-year flood elevation contour (VIII.B.16) Note: All Subdivision proposals and other proposed new developments > 5 acres shall include base flood elevation data. (IX.F.2)
- ___ Location of existing & proposed streets, driveways, parking, pavement, & buildings (VIII.B.17)
- ___ Size and location of all proposed public and private utilities including water, gas, power, telephone, & cable lines, fire alarm connection, & other utilities (VIII.B.18)
Note: Utilities are to be underground (IX.A.2)
- ___ Stormwater drainage control plan including catch basins, culverts, drains (VIII.B.20)
- ___ Stormwater calculations of volume and frequency of runoff. (VIII.B.20)
- ___ Size & location of sewage disposal facilities, primary & secondary leach bed sites (4,000 sq. ft.), (VIII.B.18)
- ___ Location & results of test pits & percolation tests. (VIII.B.25)
- ___ Location of existing & proposed fire hydrants, street lighting, & fencing (VIII.B.21)
- ___ Designs of any bridges or culverts required (VIII.B.23)
- ___ Centerline of all streets and center line stationing showing points of curvature and tangency. (VIII.B.24)
- ___ State and Federal Permits required such as for subdivision approval, sewage disposal, Wetlands "Dredge & Fill: permit, DOT driveway access, etc. (VIII.C.1-5)
- ___ Local driveway permit, if required (VIII.D.6)

Studies or Plans that may be required by the Planning Board per VIII.D

- ___ **Traffic impact analysis.** (VIII.D.1). May be required by PB due to the size or location, or any other traffic-generation characteristic of the development. (IX.C)
Note: Study (or PB) to evaluate traffic circulation, access, egress, adequacy of adjacent streets and intersections, sight distances, accident statistics, curb cuts, turning lanes, existing or recommended traffic signals, pedestrian safety, off-street parking and loading, emergency vehicle access (IX.C.1.a-d)
- ___ **Soil erosion and sedimentation control plan.** (VIII.D.2) Expected when:
 - a) proposal disturbs an area > 20,000 sq. ft., b) street construction, c) subdivision of ≥ 3 buildable lots, d) critical areas are being disturbed. (IX.B)
 - ___ Note on the plan - All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30days. (IX.B.2.h)
 - ___ A security bond may be required to cover the actual construction, installation, and removal of the erosion and sediment control plan (IX.B.3)
 - ___ Responsibility for maintenance of permanent measures for controlling soil erosion and sediment control shall be specified in the deed (IX.B.4)
 - ___ Provision shall be made for an agent of the Board to inspect to ensure compliance with the approved plan and that control measures are properly installed and maintained. Cost to be borne by the developer. (IX.B.5)
- ___ **High Intensity Soil Mapping.** (VIII.D.3) (to more specifically identify wetlands) including seal of licensed Soil Scientists)
- ___ **Wetland Conservation District Conditional Use Permit.** (VIII.D.4) as required by Zoning Section 409.10.
- ___ **Environmental Impact Analysis per Section XI.** (VIII.D.5)
- ___ **Any other applicable local permit required.** (VIII.D.6)

Requirements for the Subdivision of Land per Section IX (not covered above)

- ___ Note: Reserve strips of land being shall not be created which control access to land which is or may be dedicated to public use for streets or open space. (Sec IX.A.1)
- ___ Is on-site inspection warranted? (Sec IX.A.3) Can be done at any stage of proposal.
- ___ Does proposal conform to Zoning, Master Plan and other laws or regulations? (Sec IX.A.5)
- ___ Are there health, safety, or flood hazard issues to be addressed? (Sec IX.A.6)
- ___ Plan to show monuments adjacent to and within the subdivision. (Sec IX.D.1)
- ___ Concrete or granite monuments are at least 4 feet in length and 4 inches in diameter with drill hole at the center point. (IX.D.2)
- ___ Concrete or granite monuments are located at the beginning and end of each curve at each street intersection, at all front lot corners. (IX.D.2)
- ___ Iron pipes at least 4 feet in length shall be set at all other lot corners, at each end of all curves, at the point where a curve changes its radius, and at all angle points in any line. (IX.D.2)
- ___ All monuments shall be set two to six inches above finished grade. (IX.D.2)
- ___ In existing stone walls or ledge, a 1 inch deep drill hole may be set instead of required monument (IX.D.2)
- ___ If distance between monuments is > 400 feet, iron pipes are to be set at 200 feet intervals. (IX.D.3)

- ____ Certificate of Monumentation must be signed with seal of licensed land surveyor and submitted to PB before subdivision plan is signed off by PB Chairman. Exception to this is where a roadway is to be constructed. (IX.D.4.b&c)
- ____ Collateral shall be in a form and amount, and other conditions all satisfactory to the Board to insure for the Town the construction and installation of any required improvements within 3 years. Includes costs for roads, street improvements, drainage structures, utilities, etc. Estimated cost provided by applicant and reviewed by Town's Engineer at applicant's expense. (IX.E.1.a&c)
- ____ Collateral covering maintenance of roads and other improvements shall be required for a period of 3 years from the date of completion. The amount of the maintenance security shall be equal to 10% of the (1) cost of the improvement or (2) the amount of the original security, whichever is larger. (Sec IX.E.3.a)
- ____ Collateralization shall comport with the "Policy for collateralizing Performance Obligations. (Appendix A). The Board may further extend the time of there (3) years for completion when the reasons for delay were unforeseeable and beyond the reasonable control of the applicant. (Sec IX.E.1.b&d)
- ____ All Federal and State permits have been received including Sec 404 of Federal Water Pollution Control Act (IX.F.1)
- ____ All proposals >50 lots or 5 acres, whichever is less, include base flood elevation data. (IX.F.2)
- ____ Drawings specifying grading and land treatment show that proposal: will minimize flood damage, shows that public utilities are located and constructed to minimize or eliminate flood damage, and shows that adequate drainage is provided to reduce exposure to flood hazards. (IX.F.3)

Constructions Standards and Specification per Section X

- ____ All storm drainage pipes shall be >12 inches and stormwater system designed for a 100 year storm. (X.C.1&2)
- ____ All catch basins shall be pre-cast or solid block 4 feet in diameter and the outlet pipe at least 3 feet above bottom of barrel section and based on DOT specs. (X.C.1)
- ____ Stormwater pipes or drainage ditches crossing private land require easements deeded to the Town. (X.C.4)
- ____ Subdivisions not requiring a public water system will have mains, laterals to all lots, and connections for fire hydrants for future use when public water connection is available. (X.D.2)

Environmental Impact Analysis requirements per Section XI

- ____ Environmental Impact Analysis is required if >10 buildable lots. If <10 lots, PB may require EIA depending on location and the PB shall seek advice of Conservation Commission for this decision. EIA requirements are outlined in Sec XI.

If roads are involved with Subdivision:

- ____ Centerline of all streets and center line stationing showing points of curvature and tangency. (VIII.B.24)
- ____ Security bond posted for construction of roads (referenced Sec IX. D.4.a)
- ____ Concrete or granite monuments are located at the beginning and end of each curve at each street intersection, at all front lot corners. (IX.D.2)
- ____ Iron pipes at least 4 feet in length shall be set at all other lot corners, at each end of all curves, at the point where a curve changes its radius, and at all angle points in any line. (IX.D.2)
- ____ Any new street shall be at least as wide as connecting streets and must connect with an accepted street in the Town. (X.A.1)
- ____ Street right-of-way width must be > 50 feet. PB may require greater width and width may include sidewalks and grass strips in addition to roadway. (X.A.2)

- _____ No dead-end or cul-de-sac streets shall be allowed. If street has a turnaround at its end and end contains at least a lot of legal size, the turnaround will not be considered a cul-de-sac. (X.A.3)
- _____ Any street starting in North Hampton and extending into another town must connect with an existing street in that town. (X.A.3)
- _____ Blocks must be > 400 feet. (X.A.4)
- _____ Grades of streets should be < 5% for major streets and < 8% for minor streets, all streets must be > 0.5%. (X.A.5)
- _____ All streets shall have a crown at the center with slopes >1/4" /ft. from crown to sideline of surfaced roadway. Maximum grade w/in 100 ft. of in intersection shall be 3%. (X.A.5)
- _____ Intersecting property lines at street intersections shall be joined with a curve of > 20 foot radius. Angle of two street intersections shall be > 75 degrees. (X.A.6)
- _____ Minimum centerline radius of curves and maximum degree of curvature shall be based on Table V-6 of "A Policy on Geometric Design of Highways and Streets 1984."
- _____ Streets which join or are in alignment with streets of abutting or neighboring properties shall bear the same name, new streets shall be named by the BOS (X.A.9)
- _____ Roadway specifications met: graded > 12 compacted inches with gravel (bank run gravel with no stones > 6 inches) covered with > 6 compacted inches of selected gravel, surfaced with > 3 inches of base and >1 inch of hot top in accordance with DOT specs. (X.B.1&4.a)
- _____ Sidewalks, if required, are separated from shoulders by curbing or at least 3 feet of grass planting, and shall be 4 feet wide.
- _____ Finished road shall consist of at least 24 feet paved surface, 4 feet of graveled shoulders on each side of pavement, and a gutter area capable of conducting water from one catch basin to another such that the minimum length between catch basins is 400 feet. (X.B.1), maximum length between ditch and catch basin is 400 feet. (X.C.2)
- _____ In the roadway area, all stumps, rocks and ledge shall be removed and ledge kept at least two feet below the finished surface. (X.B.2)
- _____ Base course shall not be constructed during freezing weather or on wet or frozen sub-grade. (X.B.4.b)
- _____ Compaction shall be tested at the expense of the contractor by an approved lab designated by the Town and shall be compacted to a minimum dry density of 95%. (X.B.4.c)
- _____ At all times during construction, the sub-grade and all ditches shall be maintained to drain the roadway. (X.B.4.f)
- _____ Gradation tests performed by an independent lab and approved by the State will be required for each type of material and shall be paid for by the subdivider. (X.B.4.h)